

**MINUTES OF THE MEETING OF THE GOVERNING BOARD
OF
THE LANGLEY FITZURSE STANTON ST QUINTIN FEDERATION
(‘Federation’)
Executive Head Teacher: Mrs Karen Winterburn**

Tuesday 26th November 2020

Present:

Karen Winterburn (Executive Headteacher) (**KW**), Ed Shire (**ES**), Adrian Cole (**AC**), David Bloomer (**DB**), Huw Solly (**HS**), Harriet Wilkinson (**HW**), Wendy Goodswen (**WG**), Luke Matthews (**LM**), Johanna Nathanson (**JN**), Sarah Matthews (**SM**), Fiona Farquhar (**FF**), and Daniel Cornwell (**DC**)

In Attendance: James Osler (Head of School, Langley Fitzurse) (**JO**) and Michelle Hocking (Clerk)

Apologies: Christine Steen (**CS**)

KEY: **Decisions: in bold** **Challenges: in red** **ACTIONS: underlined**

AGENDA

	Item	Action
	Opening Prayer Led by DB.	
1.	Attendance and Apologies Apologies from CS: noted and accepted	
2.	Declaration of Pecuniary Interests None.	
3.	<p>Approval of last minutes (all 3rd November):</p> <p>(a) Stanton St Quintin FGB</p> <p>(b) Langley Fitzurse FGB</p> <p>(c) Federation FGB</p> <p>It was noted that each of the above minutes had been circulated prior to the meeting and it was presumed that all present had reviewed them.</p> <p>The minutes of 3rd November for each of Stanton St Quintin (SSQ) FGB, Langley Fitzurse (LF) FGB and the Federation FGB were unanimously approved as true and accurate records of that meeting. <u>ACTIONS: AC and HS (as chairs of those meetings) to sign the last minutes and return them to the Clerk for filing.</u></p>	AC / HS

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4.	<p>Matters arising not covered elsewhere</p> <p>Actions complete, superfluous, or covered by this meeting's agenda save for the following ongoing actions:</p> <p>SSQ FGB Actions:</p> <p>Item 4, 03.11.20 - Arrange SIMS Server back-up provision: KW reported that this was in had for SSQ and LF provision would follow subsequently. <u>ACTION:</u> <u>Back up provision to be fully set up for SSQ and progressed for LF</u></p> <p>Item 4, 03.11.20 - Investigate alternative options for catering provision (with a view to expanding to both schools in the federation as soon as feasible) and formulate a proposal for ongoing catering services: KW reported that the school bursar had met with potential alternative provider to discuss immediate options and she would be personally catching up with these tomorrow. Provision via the barracks had been explored, but unfortunately was not feasible. Urgent for SSQ as currently paying higher subsidy with outgoing provider, deferred for LF as signed up with existing provider until November 2021. <u>ACTION:</u> <u>Continue to investigate alternative options for catering provision both in the short term for SSQ and longer term for both schools (and report back via Finance & Resources Committee (F&R).</u></p> <p>Item 4, 03.11.20 - Add Benchmarking to January Finance & Resources Committee meeting agenda: <u>ACTION:</u> <u>Carry forward - Add Benchmarking to January F&R meeting agenda.</u></p> <p>Item 4, 03.11.20 - Investigate replacement options for Rhine Class heater (including whether Local Authority will fund): KW reported that this was ongoing, with a survey awaited. <u>ACTION:</u> <u>Investigate replacement options for Rhine Class heater (including whether Local Authority will fund) and report back via F&R.</u></p> <p>LF FGB Actions:</p> <p>Item 6, 03.11.20 – JN take online H&S training course: JN reported that she was booked on a course of three sessions – the first in January.</p> <p>Item 7vi, 03.11.20 – LF clerk to bring paper files into school: Carry forward – <u>LF clerk to bring paper files into school.</u></p> <p>Whilst it was confirmed that the Safeguarding Audit had been completed and submitted as required – it was specifically noted that a new Safeguarding Governor must be appointed after Christmas. <u>ACTION:</u> <u>All to consider volunteering for the role of Safeguarding Governor so appropriate training and handover can be provided.</u></p>	<p></p> <p>KW</p> <p>KW</p> <p>Clerk</p> <p>KW</p> <p>LF clerk</p> <p>All</p>

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	<p>Federation FGB Actions:</p> <p>Item 4 - Produce a draft vision document for discussion: It was noted that ES had circulated a draft vision document for consideration prior to the meeting. The committee discussed and specifically noted:</p> <ul style="list-style-type: none"> • Aims & Objectives (final slide) were key and need to be tangible • Diocesan adviser stressed – in pre-Statutory Inspection of Anglican and Methodist Schools (SIAMs) meeting – that the vision must link to bible verse • Need to avoid generic givens e.g. striving to be excellent school – focus on bespoke USP/aims of LF and SSQ <p><u>ACTION:</u> (i) Clerk to re-circulate vision document with the minutes of this meeting and all to contribute comments/suggestions on this document as soon as possible</p> <p>Item 12 - Write appropriate notice to stakeholders to be placed on each of the schools' websites: <u>ACTION:</u> school websites to be updated</p> <p>Item 12 - Include appropriate compliance elements in their Terms of Reference and ensure monitoring of checks conducted is carried out and appropriately reported/recorded in minutes. <u>ACTION:</u> Ongoing - Include appropriate compliance elements in their Terms of Reference and ensure monitoring of checks conducted is carried out and appropriately reported/recorded in minutes.</p>	<p>Clerk / All</p> <p>KW/Clerks</p> <p>F&R / Teaching, Learning & Development Committee (TLD)</p>
5.	<p>Governance Documents: Scheme of Delegation/Terms of Reference</p> <p>It was noted that the Scheme of Delegation had been circulated prior to the meeting and no comments had been received on it. Save for the changes to the Terms of Reference referred to below, the Scheme of Delegation was unanimously approved in the form circulated prior to the meeting.</p> <p>It was further noted that TLD meetings would take place on a different evening to the F&R meetings (for the benefit of those required to attend both) <u>ACTIONS:</u> (i) AC to circulate proposed dates for TLD meetings and (ii) Clerk to populate governance calendar accordingly (once a combined governance calendar is set up for both schools)</p> <p>F&R Terms of Reference: Save for removal of final staffing section (which should be moved to People & Pay Panel part of Scheme of Delegation), the F&R Terms of Reference were unanimous approved in the form circulated prior to the meeting.</p> <p>TLD Terms of Reference: The TLD Terms of Reference were unanimously approved in the form circulated prior to the meeting.</p>	

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6.	<p>Finance & Resources Committee Report (including approval of Voluntary/Private Funds Annual Certificate for each school)</p> <p>The contents and signature of the Voluntary/Private Funds Annual Certificate for each school, in the form reviewed at F&R and circulated prior to the meeting, were unanimously approved and ratified.</p> <p>It was noted that the two committees were proposing different approaches to governor monitoring – as set out in their respective minutes.</p> <p>HS explained that F&R were proposing a Governor of the Term (GOTT) approach, whereby the governor nominated for a particular month conducted a variety of monitoring activities: Health & Safety walk round, class visits, etc and a draft guidelines document was in progress with a trial of its efficacy being planned for 8th December (by HS).</p> <p>HS also noted that:</p> <ul style="list-style-type: none"> • the Schools’ Financial Value Statement would be reviewed at regular calendar points – with next reviews being conducted by LM (for LF) and HS (for SSQ) • Health & Safety Walks were scheduled for both schools – ES (for LF) and HS (for SSQ) • Pay awards – being actioned <p>A committee member emphasised how well the previous monitoring structure at LF had operated (and been received by Ofsted when inspecting) – involving a governors’ responsibility matrix and action plans for specific governors.</p> <p>Others stressed that dedicated roles were still be nominated but the proposed monitoring methods were specifically designed to share the load and upskill all members of the governing body and suggested that proposals be trialled for up to a year with potential for further specialisation after that.</p>	
7.	<p>Teaching, Learning & Development Committee Report</p> <p>Approval of Associate Governor – James Osler</p> <p>AC (as Chair of TLD) reported that the committee’s first meeting:</p> <ul style="list-style-type: none"> • had focused on what the committee hopes to achieve this year • agreed on monitoring via subject specific governor roles: <ul style="list-style-type: none"> ○ focusing on strengths/areas for development ○ providing a more structured approach to monitoring data in line with School Improvement Adviser (SIA) recommendations and staff feedback <p>It was unanimously agreed that JO be and is appointed as an Associated Governor, to sit on TLD and attend FGB meetings, with immediate effect. ACTION: Clerk to update the records accordingly</p>	Clerk

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8.	<p>Headteacher Update (verbal) KW reported as follows:</p> <ul style="list-style-type: none"> • Teaching and Learning: <ul style="list-style-type: none"> ○ The SIA has visited SSQ – second visit foci = Quality First teaching and Vulnerable Groups ○ Performance in focus areas will be RAG rated against agreed criteria ○ SIA is scheduled to visit LF on 7th December ○ All teacher assessment data has been collected for both schools with gap analysis underway and implementation of associated intervention strategies being discussed • Planned SIAMs update has been postponed until the New Year (after the SIA has received latest update training herself) • Both schools have been operating events as closely to normal as feasible: <ul style="list-style-type: none"> ○ Remembrance services ○ Anti-bullying week activities (e.g. wearing odd socks) ○ Parents’ evenings (by telephone) • Covid 19 update: <ul style="list-style-type: none"> ○ at SSQ: <ul style="list-style-type: none"> ▪ 1 member of staff tested positive (due to Half Term activities so bubble was not under threat) ▪ 1 member of staff isolating (due to family member testing positive) ○ There is a continuing significant financial impact – schools are not covered by insurance for staff absences due to Covid-related absences (sickness or isolation) and such a gap in cover has not been budgeted for (and there is no contingency for this) • Christmas during Covid 19: both schools are endeavouring to provide appropriately adapted Christmas activities: <ul style="list-style-type: none"> ○ Pitstop has kindly donated Christmas trees to both schools ○ Prestige Grounds Maintenance has also kindly donated an entrance Christmas tree to SSQ ○ SSQ is recording a Christmas message to share with parents ○ LF is planning class bubble carols on the common for LF parents ○ The contents of Christmas post-boxes will be quarantined to reduce Covid transmission <p>Challenging queries raised by the committee were: Q1: Have the DfE or LA advised of any plans to reduce quarantine time by offering rapid tests for teachers (to mitigate supply costs)? A: Not yet.</p> <p>Q2: How have children fared over lockdown, as demonstrated by the recent data? A: At SSQ there has been some rapid catch-up since September. AT LF some children are working below where they should be, and targeted interventions are being implemented accordingly – in particular:</p> <ul style="list-style-type: none"> ○ LF Yr6 ○ LF Yr2 – phonics scheduled shortly – challenges of cohort exacerbated by Covid 	

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	<p>The committee noted that LF phonics results had not been strong for the last few years. KW reassured governors that targeted intervention was being made to impact by the end of the year with class intervention maps clearly focusing on children making accelerated progress.</p> <ul style="list-style-type: none"> • Progress and attainment at LF are in the context of Early Years Foundation Stage (EYFS) baseline assessment indicating that children enter the school with lower social and emotional development <p>The committee acknowledged that KW usually provides a written Headteacher Report in advance of the meeting which provides valuable qualitative feedback and should be thoroughly reviewed by all governors prior to meetings.</p>	
9.	<p>Process for policies in the federation</p> <p>KW reported:</p> <ul style="list-style-type: none"> • Both schools use 'The School Bus' platform for policies – but have two separate accounts • There are many policies held on The School Bus for each school: <ul style="list-style-type: none"> ○ LF: 130 ○ SSQ: 63 • She would suggest that: <ul style="list-style-type: none"> ○ Policies are streamlined – focusing initially on the DfE January 2020 list of mandatory policies for schools, with specific assignment of reviewing responsibilities and suggested date for review ○ Reviews should take place outside committee meetings • She has scheduled a demonstration of a combined 'Head Office' tool within The School Bus, pursuant to which both federation-wide and local policies can be stored in one place • HR policies will be federation-wide and there will be several policies (e.g. Curriculum and Teaching & Learning) which will have federation-wide application, with school specific appendices where necessary to govern bespoke practices • Behaviour: being updated to cover both pandemic and Christian Distinctiveness points • Wellbeing: will be updated through a combination of School Bus and Diocesan guidance • As the schools subscribe to Wiltshire HR services, it is advisable to adopt their HR policies without amendment with governors' review essentially just checking for obvious errors and ensuring they are appropriately customised <p>It was unanimously agreed that all HR Policies be deemed approved with effect from the date they are uploaded to the Wiltshire HR website, with formal governor review only taking place following amendment of them by Wiltshire HR (notwithstanding DfE guidance that certain HR policies be reviewed on an annual review cycle) and the above internal procedure be followed going forwards in an effort to expedite the formal approval process.</p>	

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	It was acknowledged that, whilst consistency of policies was a longer-term aim and main federation-wide policies adopted where feasible, current local variations would be governed by bespoke appendices at present.	
10.	Governor Participation/Monitoring As discussed above and: HW: Wellbeing course, class visit focused on RE and virtual Pupil Voice WG: Covered MDSA role for three days to avoid closure of bubble	
11.	Governor Training – schedule of LA courses on Teams Noted.	
12.	Standing Items: (a) Marketing Activities – notice to stakeholders As noted above, the notice to stakeholders had been drafted and needed to be placed on both websites. (b) Safeguarding Update As noted above. (c) Health and Safety As noted above. (d) H & S Compliance/Audit As noted above (e) Single Central Record (SCR) Update Administrative staff at both schools had received or were booked to receive training and were uploaded SCR to OneDrive to facilitate governor access/monitoring where necessary. The intention was that GOTT would review the SCR.	
13.	How have we added value to/contributed to the vision of the federated schools for the benefit of the children at Langley Fitzurse and Stanton St Quintin? Building the bedrock for a strong federation: <ul style="list-style-type: none"> • Various actions were being progressed and discussions focusing on how, when, and why • Health & Safety walks are being prioritised at both schools • Motivational pay award for teachers • Setting up and commencement of both governors’ sub-committees 	
14.	AOB Items ES thanked everyone for their continued efforts and noted that he was keen to have a one to one session with each governor to get to know everyone a little and discuss individuals’ planned contributions.	

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	<p>The committee noted upcoming fundraising – including the virtual balloon race (details of which had been circulated prior to the meeting).</p> <p>It was further noted that a SIAMs booklet had been circulated prior to the meeting and all governors were encouraged to familiarise themselves with SIAMs requirements. Foundation governors reported that SIAMs inspections were due to recommence in January, but inspections were understood to be running approximately 6 months behind original schedule (LF was originally scheduled to be inspected in March 2021). ACTION: <u>Christian Distinctiveness Committee Update to be added as a standing agenda item.</u></p>	Clerk
15.	<p>Date of next meetings (all 6.00pm start): Thursday 28 January 2021 Thursday 25 March 2021 Thursday 27 May 2021 Thursday 15 July 2021</p>	All note

The meeting closed at 7.50pm.

Signed:.....(Chair)

Date:.....

	inspections were understood to be running approximately 6 months behind original schedule (LF was originally scheduled to be inspected in March 2021). ACTION: Christian Distinctiveness Committee Update to be added as a standing agenda item.	Clerk
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The meeting closed at 7.50pm.

Signed:..........(Chair)
Date:.....09/02/2021